

**STATE BOARD OF EQUALIZATION  
DUTY STATEMENT**

CIVIL SERVICE CLASSIFICATION <b>Supervising Tax Auditor III</b>		WORKING TITLE <b>Internal Audit Manager</b>	
UNIT/DISTRICT/LOCATION <b>Internal Audit Division</b>		POSITION NUMBER <b>290-321-4271-001</b>	
SEERA DESIGNATION <b>Supervisory</b>	BARGAINING UNIT <b>01</b>	WORK WEEK GROUP <b>E</b>	CERTIFICATES REQUIRED <b>None</b>
FINGER PRINTS REQUIRED <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		SUPERVISION EXERCISED <b>Direct</b>	

**Job Requirements****Knowledge of:**

- General auditing and accounting principles, practices and standards prescribed by the Institute of Internal Auditors (IIA), the American Institute of Certified Public Accountants, and the United States General Accounting Office
- Information technology (IT) audit concepts, practices, methods, and principles
- Methods for auditing information technology data storage, retrieval, and processing systems
- Enterprise Risk Management (ERM) concepts, practices, methods, and principles
- Information security concepts, architecture, vulnerabilities, and risk assessment practices
- Principles and techniques of personnel management, supervision, and employee-employer relations
- Management's role and responsibility for developing, continuously monitoring and assessing internal controls
- Program planning, budgeting, and evaluation
- Management's role in the Equal Employment Opportunity Program and the processes available to meet the objectives

**Ability to:**

- Apply required knowledge
- Conduct audits or financial examinations
- Prepare clear, complete, and concise reports
- Effectively supervise and motivate staff
- Confidently negotiate and build relationships with all levels of management
- Plan, organize, and direct the work of professional auditors engaged in a variety of complex audits
- Effectively communicate in writing, verbally and making presentations
- Resolve complex managerial issues
- Adapt to shifting priorities and work under pressure
- Constructively handle adverse situations with the ability to remain calm
- Solve complex problems and know when to escalate problems timely
- Maintain confidentiality
- Exercise initiative, tact, sound judgment, and adaptability
- Make effective presentations to Board Member and Executive level staff
- Work in a high-rise building

**Desirable Qualifications**

- Designation as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE) and/or Certified Information Systems Auditor (CISA)
- General knowledge of and working experience with IT controls, including: access, change, security, and project management
- Excellent time management and organizational skills
- Strong analytical skills
- Possess the personal characteristics of objectivity, honesty, integrity, and dependability
- Working knowledge of Microsoft Office programs: Word, Excel, Visio, and Access

Statement of Position 290-321-4271-001

Under the general direction of the Chief, Internal Audit Division (IAD), the Supervising Tax Auditor (STA) III, is responsible for managing and executing the day-to-day operation of the Board of Equalization (BOE) internal audit function. The STA III plans, organizes, directs, and evaluates the work of a professional internal audit staff conducting financial, operational, compliance and IT audits of BOE operations. The STA III assists the IAD Chief in the administration and oversight of the BOE’s internal audit and risk management functions. The Internal Audit Division assists the Board of Directors and management attain their goals and objectives via a comprehensive internal auditing program. The incumbent has significant responsibility in the evaluation of agency policies and programs.

Candidates must be able to perform the essential job functions with or without reasonable accommodation.

% OF TIME	DUTIES
60%	<p><b><u>Essential Job Functions:</u></b></p> <ul style="list-style-type: none"><li>• Plan, organize, direct, evaluate and supervise the day-to-day work of internal auditors engaged in assessments of the BOE’s financial and administrative operations</li><li>• Provide technical guidance to auditors in the development of audit programs, risk assessments, process maps, findings, and recommendations that support executive-level decision making</li><li>• Ensure conformance with the IIA <i>International Professional Practices Framework (IPPF)</i> and <i>International Standards for the Professional Practice of Internal Auditing (Standards)</i></li><li>• Coordinate audits of field locations through the use of senior auditors;</li><li>• Review and edit memos, audit reports, findings, recommendations and corresponding workpapers to ensure issues are clearly documented and communicated, and in alignment with internal policies and <i>Standards</i></li><li>• Identify areas of vulnerability and inefficiency and work with management to remediate deficiencies;</li><li>• Evaluate programs to ensure processes support the mission and goals of the agency</li><li>• Recommend actions to reduce risks to employees, information and assets</li><li>• Administer the reporting and remediation of internal control deficiencies identified</li><li>• Develop audit engagement schedule to align with resource limitations, auditee availability and mandated audit frequency</li><li>• Coordinate external audit activities through the use of senior auditors</li><li>• Support the continuous Quality Assurance Improvement Program (QAIP) to ensure the internal audit function effectively contributes to the achievement of BOE goals and objectives</li><li>• Complete appropriate risk assessment to establish the annual internal audit plan</li><li>• Prepare biennial Department of Finance FISMA report</li></ul>
30%	<p>Responsibilities include, but are not limited to: adequate recruitment, staff development, mentoring and retention of effective auditors; evaluate employee performance and prepare individual development plans; create and monitor workload performance measures; develop process maps; assist in monitoring annual budget expenditures against appropriations; assist in development and monitoring of IAD internal controls; identify training needs and assist in annual training and strategic plan development; lead staff meetings; and develop, evaluate, maintain and update IAD policies and procedures.</p>
10%	<p><b><u>Marginal Job Functions:</u></b></p> <p>Act on behalf of the IAD Chief in their absence. Perform other job related duties as required.</p>

SIGNATURES

*I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.*

EMPLOYEE’S SIGNATURE	DATE
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*I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.*

SUPERVISOR’S SIGNATURE	DATE
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